

## **Volunteer/Coach Check-in Instructions**

Thank you for volunteering to check in the volunteers and coaches for this session. It is very important that you read, understand, and follow these instructions. In general:

1. Be polite and respectful;
2. Follow these instructions;
3. Do NOT let yourself be bullied by a coach or volunteer not on the list;
4. Contact the Mike Clark, Meet Director with any questions or concerns.

### **Volunteers**

1. There are two types of volunteers – on-deck volunteers and non-deck volunteers.
  - a. On-Deck volunteers will get a blue wristband
  - b. Non-Deck volunteers will get a red wristband
2. Non-Deck volunteers are highlighted on the volunteer check-in sheet.
3. When a volunteer comes to the table AND they are on the list
  - a. Cross off their name
  - b. Put their wristband on their arm
  - c. Advise them they must have the wristband on at all times for entry
4. If a volunteer comes to the table and they are NOT on the list
  - a. Ask who they are replacing
  - b. Write down the name of the volunteer standing at the table
  - c. Put a wristband on their arm
  - d. Advise them they must have the wristband on at all times for entry
  - e. If the original person on the list comes, tell that person to find the other person and come back to see you. Then take off one wristband and put a new one on the other person.

### **Coaches**

1. The coaches list will be at the volunteer table
2. Take the coaches name and cross it off the list
3. Put a blue wristband on the coaches arm
4. Advise them they must have the wristband on at all times for entry
5. Give the coach one copy of the heat sheet
6. If a coach comes to the table and is NOT on the list, advise them that their name was not given to the All-Star committee by their head coach and they will not be allowed on deck. If they persist or get ugly, have them contact the meet director but do NOT give them a wristband or a heat sheet.